State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers   **DATE:** March 4, 2003
             State Departments and Agencies

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: **RI-SAIL TRAINING NOTICE**

Listed below are notices of training sessions for RI-SAIL users. Employees who want to register for any of the training sessions may do so ***via e-mail*** to Natalie Laster at NatalieL@gw.doa.state.ri.us. Please be advised that employees may be requested to change sessions in order to balance registrants with available seating.

I. "REFRESHER" TRAINING FOR CURRENT RI-SAIL USERS

This training is intended for staff that was initially trained in RI-SAIL and began to use the system when it was implemented. These staff members have a knowledge base of RI-SAIL and, therefore, would receive a refresher of both purchasing and account payable modules and an update of enhancements made to each application since implementation. Trainees will receive instruction viewing examples and hand-outs.

The length of training is as follows: Two 8-hour blocks of instructions for the purchasing and accounts payable modules. Each block of instruction will be offered in morning sessions at the ***Department of Administration, 2nd Floor. (Please see schedule for exact location.)***. Please sign up for 1 of the 2 sessions listed below.

SESSION I	Wednesday, March 19, 2003	8:30 AM to 4:00 PM	Conference Room C
	Friday, March 21, 2003	8:30 AM to 4:00 PM	Conference Room B
SESSION II	Monday, March 24, 2003	8:30 AM to 4:00 PM	Conference Room B
	Wednesday, March 26, 2003	8:30 AM to 4:00 PM	Conference Room B

II.   INTRODUCTORY TRAINING FOR NEW RI-SAIL USERS

This training is intended for staff that has never been trained in the use of either the purchasing or accounts payable modules. These are employees who are responsible for creating purchase requisitions and purchase orders, and paying vendors, and employees. Trainees will receive "hands on" instruction using the RI-SAIL system at computers located in the training facility.

The length of training is as follows: Five days (4-hour blocks) of instruction for both the purchasing and accounts payable modules. Each block of instruction will be offered in consecutive morning sessions at ***Barry Hall, Cranston, RI***. Please sign up for the whole session which is listed below.

DATES	TIMES
Thursday, March 6, 2003	8:30 AM TO 4:00 PM
Friday, March 7, 2003	8:30 AM TO 4:00 PM
Monday, March 10, 2003	8:30 AM TO 4:00 PM
Tuesday, March 11, 2003	8:30 AM TO 4:00 PM
Wednesday, March 12, 2003	8:30 AM TO 4:00 PM

III.   INTRODUCTION TO GOVERNMENTAL ACCOUNTING

This course is an introduction to public sector accounting for employees who will be using the   Rhode Island Statewide Automated Information Link (RI-SAIL) system. It provides definitions of commonly used finance terms. It presents basic instruction in double entry bookkeeping. It also covers the unique accounting environment of state government; describing the system of "funds" and "account groups" that are used to report the government's financial position. It examines the relationship between financial reporting and the legally adopted budget.

The length of training is as follows: Two (4 hour blocks) sessions of instruction on introductory governmental accounting. Each block of instruction will be offered in morning sessions at the ***Department of Administration, Second Floor (Please see schedule for exact location.)***. Please sign up for 1 of 2 sessions as listed below.

	DATES	TIMES	LOCATION
SESSION I	Wednesday, March 5, 2003	9:00 AM TO 1:00 PM	Conference Room B
SESSION II	Tuesday, March 18, 2003	9:00 AM TO 12:30 PM	**TRAINING ROOM B (GROUND FLOOR)**

IV.   REPORT TRAINING FOR CURRENT AND NEW RI-SAIL USERS

This training is intended for staff that was initially trained in RI-SAIL and began to use the system when implemented. These staff members have a knowledge base and would not require individual workstations.

This training is also intended for supervisory level staff who require training on how to run and read standard BuySpeed reports, as well as web-based reports.

The training syllabus will include:

- ❖ Overview of RI-SAIL
- ❖ Overview of Account Structure
- ❖ How to Generate and Read Standard RI-SAIL Reports
- ❖ Tips and Tricks on Extracting Data from RI-SAIL.

The length of training is as follows: One (4-hour block) session of instruction on RI-SAIL reports and reporting features. Each block of instruction will be offered in morning sessions at the ***Department of Administration***, ***Second Floor***. ***(Please see schedule for exact location.)*** Please sign up for 1 of the 2 sessions listed below.

	DATES		LOCATION
SESSION I	Tuesday, March 25, 2003	9:00 AM TO 1:00 PM	Conference Room B
SESSION II	Thursday, March 27, 2003	**1:00 PM TO 4:00 PM**	**CONFERENCE ROOM B**

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CFO:03-39
(Revised 3/4/03)